

## B0153 – Time to Process LOA Actions Metrics Report

Job Aid located at:

[http://www.osc.nc.gov/training/osctd/help/BI\\_Reporting/Job%20Aids/B0153TimetoProcessLOAActionsBIJobAid.pdf](http://www.osc.nc.gov/training/osctd/help/BI_Reporting/Job%20Aids/B0153TimetoProcessLOAActionsBIJobAid.pdf)

**Goal 3: All LOA are processed within 30 days, avoiding unnecessary costs to the state through incorrect payments.**

LOA Processing	LOA Processing	LOA Processing
All separations processed within 30 days	All separations processed within 59 days	At least one separation processed after 59 days
<b>Methodology:</b> BI Report compares effective date of employee leave of absence action to the date it was processed to determine whether or not the change was processed retroactively and if so by how many days.		
<b>Why It Matters:</b> Timely processing of LOA is critical to ensure that the state is not erroneously paying employees after they have taken a leave of absence. Recouping funds that have been incorrectly paid can be difficult and often results in an unnecessary cost to the state.		

\*Filter On

Variable Entry

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Organizational Unit	+20000000(00RGUN11	20000000 State of North Carolina
* Changed On Date(s) (Mandatory)	07/01/2011 - 09/30/2011	07/01/2011 - 09/30/2011

\*Standard Report

Organizational Unit	Processed On Time	1 - 29 Days Retro	30 - 59 Days Retro	>59 Days Retro	Total Transactions
► 20000000 State of North Carolina	6	35	9	19	69

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<p>*Selection Criteria</p> <div><div>▼ Columns</div><div>▪ Key Figures</div><div>▼ Rows</div><div>▪ Organizational Unit</div></div>	<p>*Additional Selection Criteria</p> <div><div>▼ Free characteristics</div><div>▪ Action Reason</div><div>▪ Action Type</div><div>▪ Effective Date</div><div>▪ Employee</div><div>▪ Employee Group</div><div>▪ Employee Subgroup</div><div>▪ Hourly Pay Indicator</div><div>▪ Personnel Area</div><div>▪ Processed Date</div><div>▪ Valid To</div></div>
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You can use Free Characteristics to add additional data to the report.

- 'Columns' shows the field selections that are displayed on the report.
- 'Free Characteristics' shows the additional field selections that can be dragged and dropped in and out of the report.
- This report lets you view the data based on the time period entered

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Action Type	Action Reason	Reason Description
Z3	1	FMLA
Z3	6	Parental (not FMLA)
Z3	7	Family Illness Leave
Z3	8	Extended Illness
Z3	9	Reserve Active Duty (30 Days)
Z3	10	Reserve Active Duty (Leave)
Z3	11	Reserve Active Duty (Lump Sum)
Z3	12	WC 7 Day Waiting Period
Z3	13	WC LOA w/supplement
Z3	14	WC Leave of Absence
Z3	15	WC LEO Continuation Pay
Z3	16	WC NonSwornOff ContinuationPay
Z3	17	Injury Leave
Z3	18	Education
Z3	19	S/T Disability 60 Day w/Period
Z3	20	Short-Term Disability Regular
Z3	21	Short-Term Disability Extended
Z3	22	Short-Term Disability(LumpSum)
Z3	23	Other
Z3	24	Emergency Layoff
Z3	25	Reserve Active Duty
Z3	26	Short-Term Disability (Leave)
Z3	27	Extended Military
Z3	28	Military Care Giver
Z3	29	Military Training
Z3	30	Civil Air Patrol
Z3	31	State Defense Militia Duty
Z3	32	Long-Term Disability (Leave)